



**McHenry County
Department of Planning and Development**

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**Community Development
Division**

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mchenrycountycdev@mchenrycountyil.gov

McHenry County Continuum of Care to End Homelessness

NOTICE OF FUNDING AVAILABILITY (NOFA)

HUD FY 2020/Illinois State Fiscal Year (SFY) 2021

Emergency Solutions Grant Program COVID-19 Fund (ESG-CV)

Round 2

Key Information

Estimated Community Funding Available: **\$609,897.00 (subject to award from HUD and IDHS)**

Estimated Dates for Use of Funding: **07/01/2020 – 06/30/2021**

Minimum Grant Request: **\$25,000**

Maximum Grant Request: **Full allocation awarded to McHenry County**

Introduction

The Letter of Intent (LOI) for all programs funded by the Emergency Solutions Grant Round 2 COVID-19 funds (ESG-CV Round 2) are due to the Community Development Division by **Friday, August 14, 2020 at 3:00 PM CDT**. See the following pages for more details on the LOI.

To be eligible for a contract, all grantees may be directed to complete the Pre-Qualification Process, Internal Controls Questionnaire, Programmatic Risk Assessment and Grant application. The Grant Application and Programmatic Risk Assessment are to be completed for every program/grant. An example of these documents can be found by visiting <https://www.dhs.state.il.us/page.aspx?item=93750>

At the time of application to the State, all grantees will be requested to submit for each grant program the following documents (documents can be found at the link above):

- Grant Application
- CSA Budget/Tracking System and Registration Information

The completed LOI documents are to be submitted to the McHenry County Community Development Division by **August 14, 2020 at 3:00 PM CDT**. Late submissions will not be accepted. Directions on how to submit a LOI are detailed on page 5.

REMINDER: Applicants will be required to complete an application and/or additional documents that will be provided to the State of Illinois at a date that has yet to be determined.

Note: Everything is being tracked by the CSFA number, so it is important that all required materials and correspondence contain this information.

State of Illinois Requirements – Possible additional attachments

If your project is recommended for ESG-CV funding, the following forms may be required to be attached with the application sent to the State of Illinois. You do not have to gather this information if your application is not recommended for funding. However, we encourage applicants to have these documents prepared in the event their project is funded and the State requests the information.

- Att. A -- Certification of Primarily Religious Organization (if applicable)
- Att. B -- Certification of Local Approval
- Att. C -- ESG Program Certifications
- Att. D -- Verification of Match Commitment
- Att. E -- IRS Letter of Not-For-Profit Status (if applicable)
- Att. F -- Fire Inspection (within last 12 months)
- Att. G -- Health Inspection (within last 12 months);
(Applicable if organization provides congregate meals prepared by agency staff)
- Att. H -- Registration as Charitable Organization
- Att. I -- Networking Agreements
- Att. J -- Support Letters
- Att. K -- Non-Discrimination Policy
- Att. L -- Staff Grievance Policy
- Att. M -- Staff/Client Confidentiality Policy
- Att. N -- Client Intake/Assessment Forms
- Att. O -- Shelter Rules & Regulations (if applicable)
- Att. P -- Client Grievance Procedures
- Att. Q -- Client Termination Policy
- Att. R -- Board of Director Information
- Att. S -- IRS W-9 form-Request for Taxpayer Identification Number & Certification
- Att. T -- Continuum of Care Written Standards
- Att. U -- Environmental Documents
- Att. V -- Lead Based Paint Statement
- Att. W -- Sub Contract Information

McHenry County Continuum of Care to End Homelessness
Application Requirements – Initial Submission to McHenry County

Emergency Solutions Grant COVID-19 Round 2 Funding (ESG-CV Round 2)

Anticipated funding for use between 07/01/2020 – 06/30/2021

Letter of Intent (LOI) Packets must include:

1. Signed LOI (no more than three pages) identifying use of funding, willingness to comply with State, Federal, and Local policies, and proposed number of clients served. Please refer to allowable expense categories in this packet.
2. Client program entry policy or policies for proposed project(s)
3. Client grievance policy for proposed project(s) or organization
4. IRS 501 (c) 3 Letter
5. Most recent financial audit
6. Any letters to management from most recent financial audit
7. IRS 990 and State of Illinois AG-990

Program Description

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 broadened existing emergency shelter and homelessness prevention activities and emphasizes local community decision making processes to confront homelessness. The Emergency Solutions Grant (ESG) offers funding to public and non-profit organizations that are responding to the needs of homeless populations through a comprehensive communitywide planning process and implementation strategy known as “Confronting Homelessness in McHenry County.” Potential applicants for ESG funding should review the State of Illinois’ ESG Policies and Procedures as well as “Confronting Homelessness in McHenry County.” Both documents are available online on the County’s website: <https://www.mchenrycountyil.gov/cd/coc>

On March 27, 2020, President Trump signed the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act \(Public Law 116-136\)](#) which authorized four billion dollars (\$4,000,000.00) to the ESG program (ESG language noted on page 328 of the Act). For Round 2 of ESG-CV funding distribution, the State of Illinois was awarded \$24,712,992.00 in of which \$609,897.00 has been allocated to the McHenry County CoC for eligible activities for the benefit of unsheltered homeless, sheltered homeless, and those at risk of homelessness.

Timeline

August 12, 2020 at 2:00pm CDT: virtual open meeting regarding the funding opportunity. The link to the virtual meeting will be posted on the County's website.

August 14, 2020 at 3:00pm CDT: LOI packets are due to the McHenry County Community Development Division.

Per the McHenry County Continuum of Care to End Homelessness, late applications will not be accepted. Community Development Division staff may reach out to applicants to request additional information after the LOI packet has been submitted.

Submission by email to:

Hans Mach at HDMach@mchenrycountyil.gov

Please use the Subject Line: "ESG-CV Round 2 GRANT LOI CSFA #0496"

It is recommended the following contacts be carbon copied ("CC") to the submission email as well:

- Jena Hencin: JMHencin@mchenrycountyil.gov
- Andrew Stuckey: ACStuckey@mchenrycountyil.gov
- Bianca Gonzalez: BLGonzalez@mchenrycountyil.gov

Submission by mail to (please ensure receipt of application BY the due date):

McHenry County Department of Planning and Development
c/o Community Development Division
2200 North Seminary Avenue
Woodstock, IL 60098

Submission by personal drop-off to:

Hans Mach, Community Development Administrator
McHenry County Department of Planning and Development
Room 208
667 Ware Road
Woodstock, IL 60098

August 21, 2020 at 1100am CDT: The McHenry County Continuum of Care to End Homelessness (CoC) Ranking Work Group and Community Development Division staff will review LOI for completion and compile information. McHenry County CoC Ranking Work Group members will review funding requests and make funding recommendations based on the provided information.

August 27, 2020 at 9:00am CDT: The McHenry County Full CoC Board will convene to consider the funding recommendations submitted by the McHenry County CoC Ranking Work Group. It is possible this may be an emergency/special meeting.

An organization allocated funding should expect the following:

1. Application to be submitted to the State of Illinois, as ESG grantee, for funding
2. Reporting to both the CoC and to the State of Illinois
3. Program monitoring by the State of Illinois or local Planning Grantee

Date to be determined by IDHS: Completed application packets emailed to IDHS. Submission directions will be provided to applicants when it is released by the IDHS.

State of Illinois Eligible Activities for HUD FY 2020/SFY 2021

- Street Outreach (SO)
- Emergency Shelter/Essential Services (ES/ES) and Emergency Shelter/Operations (ES/O)
- Rapid Re-Housing (TBRA-RRH and HRSS)
- Homelessness Prevention (HP)
- HMIS Component
- Administration Costs (limited to 10% of the total request of non-admin)
- Shelter renovation (see note on page 7)

There is no priority in one service over another. There is a total of \$60,989.70 is available to be allocated for administrative costs.

Transitional and emergency shelter operators in McHenry County may apply for Emergency Shelter Services and Operations. Transitional shelters qualify if they received funding for Emergency Shelter and Services in HUD FY 2010.

There is no match requirement for ESG-CV funding per the CARES Act.

Applicants are encouraged to review the [Availability of Waivers of Community Planning and Development \(CPD\) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19](#) released by HUD on April, 2020 regarding the availability of waivers for ESG funding. Those wishing to utilize a waiver should include this in the LOI. Please know that IDHS will make the final determination if the waiver will be utilized.

Community Development Division staff are happy to work with potential applicants to determine if projects are eligible.

Sample Cover Letter

See attached sample Cover Letter on the following pages as a guide to creating a LOI.

If you will be requesting funding for shelter renovation: in the LOI explain how the renovation will prepare for, prevent, or respond to COVID-19. Failure to include this explanation may result in the rejection of the LOI.

Homeless Services

*"Helping
Homeless People
is What We Do"*

February 15, 2020

Hans Mach, Community Development Administrator
McHenry County Department of Planning and Development
2200 North Seminary Avenue
Woodstock, IL 60098

Re: Letter of Intent to Seek HUD FY 2020/SFY 2021 Emergency Solutions Grant Funding

Dear Mr. Mach:

With the motto "Helping Homeless People is What We Do," Homeless Services, Inc. has been operating since 1974. The organization currently operates a 55 bed emergency shelter in tandem with both case coordination and Rapid Rehousing programs. Please accept this Letter of Intent to seek HUD FY 2020/SFY 2021 Emergency Solutions Grant (ESG) funding in the amount of \$115,000.

Based on the \$115,000 in this ESG request and the required dollar-for-dollar match, Homeless Services, Inc. anticipates that the following table would illustrate the sources and uses of this award should it be funded in full:

ESG Category	Requested ESG Funding	Match to ESG	Source of Match
Street Outreach	\$0	\$0	Not Requested
Emergency Shelter/Essential Services	\$50,000	\$95,000	Polaroid Corporation Grant
Emergency Shelter Operation	\$10,000	\$5,000	Abacus Foundation Grant
Homelessness Prevention	\$0	\$0	Not Requested
Rapid Rehousing TBRA	\$40,000	\$10,000	Private Donor
Housing Relocation Support Services (HRSS)	\$12,053	\$5,100	Donated Office Space for Staff 12 mos. X \$425 per month
HMIS Costs	\$0	\$0	Not Requested
Administration 2.63%	\$2,947	\$0	Match Elsewhere
Totals:	\$115,000	\$115,100	

Homeless Services, Inc. intends to provide services to the following number of clients:

Emergency Shelter and Operations: 175 clients

Rapid Rehousing and Housing Relocation: 25 clients

Homeless Services, Inc. fully coordinates across community agencies to more effectively service clients through the Coordinated Entry system. It is anticipated that five (5) Rapid Rehousing clients will come from our emergency shelter, meaning that the remaining 20 clients will come from the Coordinated Entry system by referral. This means Homeless Services, Inc. will serve 180 unduplicated clients in the proposed fiscal year at a cost of \$638.89 of ESG funding per client.

Based on past experience, Homeless Services, Inc. expects the following conditions to be present in the clients served in the proposed grant term:

Condition or Sub-Population	Number of Clients with this Condition	Percentage of Clients with this condition (x/180)
Chronic Homelessness (CH)	30	16.68%
Serious/Persistent Mental Illness (MI) (present in 15 CH clients)	45	25.00%
Chronic Substance Use (SA) (present in 10 CH clients)	45	25.00%
Both SA and MI (present in 5 CH clients)	35	19.44%
History of Domestic Violence	28	15.56%
Veteran Status = Yes	12	6.67%
Child under age 18	27	15.00%
Youth age 18-24	6	3.33%

Intended Outcomes, consistent with System Performance Measures established by the United States Department of Housing and Urban Development:

HUD System Performance Measure:	Baseline for This Project	Anticipated Outcome
Reducing the average length of time a person is homeless	Average Length of Homelessness is 180 days	Through Rapid Rehousing and Coordination, reduce Average Length of Stays by 20% to 144 days for applicable reporting period.
Reducing returns to homelessness	Recidivism rate is 3%	Maintain recidivism rate at 3% or less; maintain recidivism rate at lower than 5% at all times
Increasing access to permanent housing	20% of clients exiting shelter enter into PH at exit	30% of clients exiting shelter will enter into PH at exit

	70% of Rapid Rehousing clients remain housed at 6 month check-in	80% of Rapid Rehousing clients will remain housed at 6 month check-in
Improving employment rate and income amounts of program participants	20% of clients demonstrate an increase in earned income at program exit or check-in 25% of clients demonstrate an increase in overall income at program exit or check-in	25% of clients will demonstrate an increase in earned income at program exit or check-in 30% of clients will demonstrate an increase in overall income at program exit or check-in
Reduce number of first-time homeless	Not applicable standard – did not operate a prevention program	Organization will coordinated with Prevention-funded organizations and through Coordinated Entry to deter shelter entry

In addition to this signed cover letter, please find attached requested documents:

1. Client program entry policy or policies for proposed project(s)
2. Client grievance policy for proposed project(s) or organization
3. IRS 501 (c) 3 Letter
4. Most recent financial audit
5. Any letters to management from most recent financial audit
6. IRS 990 and State of Illinois AG-990

Homeless Services, Inc. fully intends to comply with all standards identified in the Federal Regulations for ESG as codified under 24 CFR 576. This includes, but is not limited to: documenting client eligibility, developing case management plans, complying with data standards for HMIS, and complying with match and use requirements. Homeless Services, Inc. also acknowledges that it will present to the CoC Ranking Work Group on February XX, 2020 to further describe this project in detail.

Should you have any questions regarding this proposal, please feel free to email me at DeeDoey@xx.com or by phone at (815) 555-2500.

Best Regards,

Joseph L. Doe
Executive Director